

JOB DESCRIPTION
STREET DEPARTMENT
REFUSE/CUSTODIAL CREW SUPERVISOR

1. JOB TITLE: REFUSE/CUSTODIAL CREW SUPERVISOR

2. DEFINITION: The primary responsibility of the Refuse/Custodial Crew Supervisor is to ensure that the functions of the Rutherford County Workhouse crews are performed in an efficient and safe manner on a daily basis. Due to the nature of the activities performed by members of the foreman's team, this employee must possess the ability to make prudent and independent decisions as they apply to assigned daily activities. The employee will perform required work for the maintenance of right-of-ways, easements, and other city-owned property. The employee will perform other related work as required, some of which will be mechanical. This is a skilled full-time position under the administration of the Director of the Street Department or a designated supervisor. All employees are responsible to the City Manager. This position is classified as Non-Exempt for the purpose of the Fair Labor Standards Act. As Safety Sensitive, the employee is subject to pre-employment, reasonable suspicion, post accident (incident), random, promotion and transfer, return-to-duty and follow-up drug and alcohol testing.

3. EQUIPMENT AND JOB LOCATION:

- a. The employee may be required to operate and maintain construction equipment and light duty vehicles, backhoe for loading purposes only, single and dual axle dump trucks. The employee will be required to perform manual labor if necessary and must be capable of using hand tools to perform various tasks.
- b. Work is generally performed in an outdoor environment within the Murfreesboro city limits. Some tasks may be required during periods of inclement weather. The employee will be exposed to loud noise, mechanized equipment, dirt, mud, rain, sleet, snow, heat, and chemicals. This position may require a great deal of physical exertion and this may be required during periods of extreme weather conditions. All city facilities and vehicles are tobacco-free.

4. ESSENTIAL FUNCTIONS OF THE JOB:

- a. Supervises, fairly and impartially, Rutherford County Workhouse crews responsible for, but not limited to, the removal and disposal of litter and other debris from city right-of-ways and easements and the maintenance of grass areas using gasoline-powered string trimmers in easements, right-of-ways and city-owned property.
- b. Transports Rutherford County Workhouse crews to work sites and returns them to the Workhouse daily.

- c. Assists in the loading and unloading of material such as litter, dirt, asphalt, salt, storm drain pipe, and sign materials.
- d. Performs routine maintenance of equipment and vehicles.
- e. Performs extreme physical labor for extended periods of time under all weather conditions.
- f. Lifts objects weighing up to one hundred (100) pounds.
- g. Ensures compliance with City and Workhouse rules by inmates supervised.
- h. Sits, stands, stoops, walks and climbs intermittently.

5. ADDITIONAL EXAMPLES OF WORK PERFORMED:

- a. Performs other duties and special projects as assigned.

6. REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- a. Must be at least twenty-one (21) years of age.
- b. High School diploma or GED required; education requirement may be waived by past work experience.
- c. Must possess a driver's license valid in the State of Tennessee with a Commercial Driver's License, Class B endorsement, or be able to obtain this endorsement within six (6) months after being hired, and the ability to safely operate a motor vehicle.
- d. Must have legal authorization to work within the United States of America.
- e. Must submit to and pass a pre-employment drug/alcohol screen.
- f. Must not have been convicted of, pleaded guilty to, or entered a plea of *nolo contendere* to any felony charges or to any violation of any federal or state laws or city ordinances relating to force, violence, theft, dishonesty, gambling or controlled substances.
- g. Must not have been convicted of, pleaded guilty to, entered a plea of *nolo contendere* to, or received judicial diversion for any misdemeanor charges involving DUI/DWI or alcohol, or use, possession, manufacture, or sale of controlled substances or drug paraphernalia within the past five (5) years.
- h. Literacy in English with the ability to understand, carry out and give oral and written instructions.
- i. Must possess mechanical abilities in order to maintain and repair tools and equipment used in the performance of daily activities.
- j. Must possess good personnel management skills with the ability to supervise and motivate work crews effectively.
- k. Ability to understand directives from supervisors and perform the duties required in an acceptable manner.
- l. Must be capable of keeping accurate records of daily activities in diary manner.
- m. Ability to follow terms and conditions of the City's Agreement with the Rutherford County Workhouse.

- n. Must be able to understand and follow directives of the Rutherford County Correctional Facility when inmates are the labor source.
- o. Ability to use good judgment in evaluating volatile situations and make appropriate decisions.
- p. Must be familiar with the Manual on Standard Traffic Control Devices and be capable of applying these standards to work zones as required.
- q. Ability to report for work on time and be able to work extended hours when required by supervisors; this includes working holidays, evenings, weekends or any other period that does not include a normal forty (40) hour work week.
- r. Must have sufficient physical strength and ability to independently and repeatedly lift, move and carry objects weighing up to one hundred (100) pounds and to repeatedly lift, move and carry objects weighing more than one hundred (100) pounds with assistance.
- s. Ability to establish and maintain an effective working relationship with other employees and to effectively communicate with the public, some of whom may be irate.

Non-Exempt
Safety Sensitive
July 28, 2008